



School Librarians Association

CONFERENCE COMMITTEE POLICIES - ANNUAL CONFERENCE

- I. Authorization. The Board hereby authorizes the Conference Committee to plan and to conduct an annual conference in conjunction with the Annual Business Meeting of PSLA.
- II. Purpose. The annual conference shall further the purposes of PSLA as outlined in Article II of the Constitution and shall provide for the professional growth of the Association's membership.
- III. Organization. The Vice President shall be Chair of the Conference Committee and shall perform the duties outlined in Article VI, Section **3c** of the Association's Bylaws. The Conference Chair shall plan the annual conference with direction and advice from the President, the President-Elect, the Board, and the Immediate Past President.

The Vice President shall present the conference plan to the Board for approval.

In the event that the Vice President cannot fulfill the responsibility of conducting a conference, the President shall request that the Immediate Past President assume the responsibility or ask another Past President if the Immediate Past President cannot assume the duties. The Board shall approve any such appointment.

- IV. Appointment of Executive Director of the Conference: The President will appoint an Executive Director of the Conference (ED) and is subject to the approval by the Board. The Term of Appointment shall be for two years. This appointee can be removed by a majority vote of the Board if work is not satisfactory. The position of ED shall be declared empty at the end of the two-year term and any member of the Association may apply for the position to the President by June 1. The vacancy shall be made available through the announcement of the position by the Secretary of the Association. When a vacancy occurs during the term of the ED, an acting ED shall be appointed by the President to serve until such time as the position is filled as directed in this policy.
 - a. Line of Authority: The ED shall be directly responsible to the Vice President of the Association and through the Vice President to the Board. The ED shall be a voting member of the Advisory Council. At the invitation of the Board, the ED may be invited to participate in the meetings of the Board as a non-voting member.
 - b. Responsibilities: The ED shall:
 - i. Serve as co-chair of the Conference Committee under the direction of the Vice President.
 - ii. Perform all other duties as outlined by the Conference Co-Chair Task

Procedures and as assigned by the Vice President, with the exception of selection of speakers and budgetary decisions.

(Amended, Board of Directors Meeting, January 29, 2011)

- V. Conference Committee Composition. The ED shall present, to the President, Conference Committee members for approval. The membership should include elementary and secondary librarians. Other members may include library educators, supervisors, students, and exhibitors. The size of the committee shall be determined by the Vice President with the consent of the President. The ED and Vice President shall assign each member of the committee specific responsibilities. Members of the committee shall be responsible to the ED and Vice President in the performance of their duties.
- VI. Conference Committee Conference Treasurer. The President shall designate one member of the Conference Committee to be responsible for the conference finances. The appointment will be made by the President upon the recommendation of the Vice President and with the approval of the Board. The appointment shall be for a two-year period. PSLA shall bond the Conference Treasurer.
- VII. Date and Length of the Conference. The conference shall be held in the spring and preferably on a Thursday, Friday, and Saturday. The times and dates shall be proposed by the Conference Committee and approved by the Board.
- VIII. Site of the Conference. Sites for conferences shall be selected and confirmed as far in advance as necessary.
- IX. Fees. The Conference Committee shall recommend categories and corresponding fee for conference participants to the Board. The Board shall set all fees. The Committee shall also recommend categories and corresponding fees for exhibitors to the Board. The Committee shall provide as a part of its recommendation, an analysis of the items covered by the proposed fees.
 - a. Exhibitors - Any exhibitors' costs assumed by the Association shall be approved by the Board.
 - b. All are welcome to purchase an ad in our program; however, if a business that is school- library related is seeking to place an ad, it must first be an exhibitor. This means that a financial planner could purchase without being a PSLA exhibitor at our conference, but a book vendor would need to be an exhibitor. However, school-library related businesses may place an ad for their first year with us without having to be an exhibitor, with the stipulation that they would need to be an exhibitor to place ads in subsequent years.
 - c. Non-exhibiting vendors who have not been in attendance at PSLA Annual Conference for three consecutive years or greater may be a donation vendor whether they are a school-library related business or non school-library related business.
 - d. Free reciprocal ads in the conference program will be available to other professional organizations who extend the same courtesy to PSLA
 - e. Final approval of the content and graphics will be retained by the Conference Committee co-chairs.

(Amended by Board of Directors March 29, 2014; May 1, 2014; July 30, 2018)

- X. **Contracts.** The President, President-Elect and the Vice President are authorized to sign contracts with convention centers, speakers and vendors and are subject to the approval by the Board.
- a. Following the approval of the conference plans by the Board, the Vice President shall be authorized to sign routine service contracts.
 - b. All contracts must be filed with the Secretary of the Association.

- XI. **Checking Accounts.** The Conference Treasurer of the Conference Committee is authorized to open and maintain a checking account to handle the receipt and disbursement of funds.

The following officers of PSLA are authorized to sign checks and handle moneys particularly during the times when the Conference Treasurer is unable to do so: The President, President-Elect, Vice President, and one member of the Conference Committee so designated by the Conference Treasurer with the approval of the Vice President. The signatures will be on file at the bank and will be updated annually.

The Conference Treasurer may keep 80% of the conference profits in the checking account with a minimum of ten thousand dollars (\$10,000), to remain in the account after September 1 in order to pay necessary bills and to conduct the initial finances for the next conference.

(Amended, Board of Directors, June 10, 1995; July 13, 2017)

- XII. **Conference Budget.** The annual conference is expected to be self-supporting. The monetary needs of the Conference Committee will vary annually with the program format, site, etc. If necessary, the Treasurer shall transfer sufficient funds, as requested by the Vice President and approved by the President, to cover the initial operational costs of the annual conference. These moneys shall be returned to the general treasury as soon as the Conference Treasurer has received sufficient revenue from the registration and exhibitor fees to cover the initial expenses and the ongoing expenses.

The Treasurer shall not allocate any funds to the Conference Committee in the annual budget.

The Vice President and ED shall prepare a budget based upon previous conferences to guide the expenditures of the ensuing conference. The guidelines will assist the Conference Treasurer in the payment of bills. The budget shall be presented to the President for approval by the Board.

- XIII. **Financial Report.** The Conference Treasurer shall prepare an annual report prior to October 1st or the fall Board Meeting. The report shall be filed with the President, President-Elect, Vice President, Secretary, and Treasurer of PSLA. The report may be updated after October 1st, if necessary, because of unpaid bills or uncashed checks.

The Vice President shall present the report to the Board at the fall Board Meeting.

The financial records of the Conference Committee shall be subject to an annual audit as provided in the Constitution and Bylaws and as directed by the Board.

- XIV. Payment Vouchers. The Conference Treasurer shall provide sufficient vouchers that are to be completed and submitted for reimbursement or payment. Appropriate receipts must accompany all vouchers. Bills submitted directly by a company shall be handled by the Conference Treasurer.

Categories within the Conference Budget that are over-expended shall be noted by the Conference Treasurer to the Vice President. The Vice President shall make the necessary adjustments and/or authorize additional expenditures.

Committee members shall submit vouchers for authorized expenses directly to ED for approval. The ED shall forward the receipts and vouchers to the Conference Treasurer for payment. Special requests for funds not authorized in the budget shall be submitted to the Vice President who may or may not allow the expenses.

- XV. Conference Theme and Major Speakers. The President, President-Elect and Vice President shall determine the conference theme and major speakers based upon recommendations of the Conference Committee and with the approval of the Board.

The President, President-Elect or the Vice President shall enter into a contract with the major speaker(s).

The amount of payment shall be negotiated by the President-Elect or Vice President in conjunction with the President and shall be provided for in the conference budget. The Board shall be advised of the terms of the agreement.

Major speakers shall be of literary or educational significance.

- XVI. Program Format. The format of the conference shall be determined by the ED and Vice President with the approval of the Board. The specific topics and presenters or workshops, mini-sessions, etc. shall be guided by the input of the Conference Committee and the Teaching and Learning Committee. The Vice President shall be responsible for the scheduling of all events and the mechanics of organization.

- XVII. Conference Presentations

- a. A call for proposals will be sent through various communication outlets.
- b. A rubric will be used to assess the conference proposals.
- c. Conference proposals will be reviewed and selected by a group of no fewer than three people. The Vice President/Conference Chair and the ED will co-chair the group. The remaining member(s) may include the following: President, President-Elect, Co-chair of Teaching and Learning (or representatives), Co-chair of the Awards Committee, Co-chair of the Communications Committee, Co-chair of the Operations Committee, Conference Committee representative(s) and/or Board members.
- d. A member of the review task group who has submitted a session proposal should abstain from scoring any rubric in which they are listed as a presenter.

Vendor Conference Presentations

PSLA strives to provide the most qualified presenters with the most current and reliable information available. Occasionally, the best choice for a presenter, or information, is vendor specific. The appearance of a company's representative as a presenter does not imply endorsement of that company's product.

Vendor workshop proposals will be considered based on the following criteria:

- Programming content and how the content is connected to AASL or common core standards with a secondary focus on the product or service.
- A school librarian is either the presenter or co-presenter.
- A variety of resources are offered in addition to the primary vendor's product or service.
- If the presenter is a direct representative of the company, the vendor must agree to exhibit at the PSLA Annual Conference. If the company does not exhibit, PSLA reserves the right to cancel the presentation.

Product updates and/or service presentations may be presented as privately scheduled and promoted events not to conflict with conference scheduled events.

(Amended by Board of Directors, July 30, 2018; October 6, 2018)

- XVIII. Contracts with Presenters. The Vice President shall observe the following guidelines in contracting presenters:
- a. No PSLA member shall be paid for any presentation given during the conference.
 - b. PSLA members, who conduct workshops, mini-sessions, etc., may be reimbursed for expenses connected directly with the presentation at the discretion of the Vice President.
 - c. Non-PSLA members who render the Association a service by conducting a session(s) during the conference shall be contracted by the Vice President on an individual basis. Expenses connected directly with the presentation and special in nature may be reimbursed in addition to the honorarium at the discretion of the Vice President. Contracts with non-PSLA members shall specify or authorize such additional coverage.

A copy of the agreement with each presenter should be placed in the conference file. The agreement may be a formal contract or a letter explaining the terms of the agreement.

- XIX. Conference Registration
- a. All presenters, members and non-members, are required to pay registration fees unless otherwise in contract with the Vice President.
 - b. One complimentary partial registration package will be provided to administrators or school board members who accompany a registered librarian from the same school district.

- c. Authors who attend the Conference for the sole purpose of book signing in the exhibit hall shall not pay a registration fee when approved by the ED and Vice President.
- d. Member rate will be provided to collaborating colleagues (teachers, instructional coaches or other staff from within the same district or public and academic librarians) with the exception of school librarians.
- e. Member rate will be provided to members of partner organizations (such as PaLA, Pennsylvania Association for Educational Communications and Technology [PAECT], Pennsylvania Citizens for Better Libraries [PCBL], Delaware Association of School Librarians [DASL]).
- f. Student rate will be provided to PSLA members actively enrolled in graduate programs in the library field.
- g. A student (K – 12) who presents at the Annual Conference will receive a complimentary exhibit hall pass.

(Amended, Board of Directors, July 14, 2016; May 20, 2017; July 12, 2018)

- XX. Guests of the Association. The president shall extend a conference invitation to the following:
 - a. American Association of School Librarians. Invitations shall be extended to the President, Executive Secretary, and Regional Director of AASL. The Association shall pay for conference registration and functions, and for lodging and transportation for the conference period.
 - b. Department of Education. The President shall extend invitations to the Secretary of Education, Commissioner of Elementary/Secondary Education, Deputy Secretary and Commissioner of Libraries, Bureau of State Library Director, Bureau of Library Development Director and Director of the Division of School/Library Media Services to the conference. The Director of the Division of School/Library Media Services or designee shall be requested to report on the state of library programs in Pennsylvania during the Annual Business Meeting.
- XXI. Special Guests and individuals of particular significance to PSLA and/or the profession may be invited to the conference at the discretion of the President and at the expenses of PSLA.
- XXII. Presidential Expenses. PSLA shall pay the conference expenses of the President, President-Elect, Vice President, and Immediate Past President as outlined in the Financial Policy.
- XXIII. Conference Committee Members Conference Expenses. Conference Committee members shall pay all conference fees and functions costs at the same rate as all PSLA active members. No special consideration or reduction may be given with the exception of the following:
 - a. ED will receive a complimentary full registration.
 - b. Registration Chair may register at the retired rate.
 - c. Exhibits Chair may register at the retired rate.
 - d. PSLA Store Chair may register at the retired rate.
 - e. Incoming ED and Immediate Past ED may register at the retired rate for one year.

(Amended by Board of Directors, July 17, 2014; October 11, 2014; October 6, 2018)

- XXIV. Complimentary Lodging.
- a. Complimentary lodging given to PSLA by the convention hotel/motels shall be utilized to house speakers, presenters, and guests of PSLA for whom PSLA has agreed to assume the cost of housing. Rooms not used shall be credited to PSLA's account by the hotel/motel. If such crediting is not possible, the President shall, at his/her discretion, assign the rooms to PSLA members who have contributed significantly to the Association.
 - b. The ED shall be provided complimentary lodging for up to four (4) nights during a fiscal year. The ED may write a justification and request a waiver from the PSLA Board for the opportunity to reserve a single hotel room during the annual conference which would be funded by the Association. When given a single-room waiver by the Board, if the single room is shared with a person other than a presidential officer or exception noted in the waiver letter, each person in the room, including the ED, will pay his/her portion of the room rate.

(Amended, Board of Directors, July 17, 2014; July 13, 2017; July 30, 2018; October 6, 2018)

- XXV. Insignia. Ribbons recognizing positions, service, or office shall be awarded as follows: President, President-Elect, Vice President, Secretary, Treasurer, Past President, Director, Committee Chair, and Exhibitor. Conference Committee members shall receive ribbons with the wording: "Conference Committee." Additional categories may be added with the authorization of the Vice President. Wording may be altered by availability of categories and approval of the Vice President.
- XXVI. Special Needs. The ED or his/her designee shall make the appropriate arrangements for special needs. Any arrangements that require an expenditure of funds must be completed in conjunction with the ED or Vice President. The ED or his/her designee shall be responsible for finding and/or maintaining a list of qualified providers of special needs services. This person will be responsible for making appropriate arrangements for the event and for contacting the individual making the request.

The conference registration form shall include a place that allows participants to request special accommodations with a statement similar to the following:

"If you have a special physical or communication need that may impact your participation, in this activity, please check the appropriate box on your registration form and append a statement regarding your special need. Someone will contact you prior to the meeting to discuss accommodations. We cannot ensure the availability of appropriate accommodations without prior notification of need."

(Adopted, Board of Directors, January 21, 1995)

(Amended and Added to Conference Committee Policy, Board of Directors, July 13, 2017)

- XXVII. Policy Amendments. The nature of an annual conference and the variables that govern its execution may require alternatives to these policy statements. Such

alterations shall be recommended by the Vice President to the President. The President may authorize minor alterations. Major changes shall require action by the Board.

XXVIII. Conference Handbook. The Vice President shall maintain a procedural handbook outlining the duties of the committee and specific responsibilities. Each member of the Conference Committee shall submit a detailed statement with illustrations or examples of the procedures followed in handling responsibilities. The handbook shall be updated annually by the Vice President and ED and will be distributed to the President and President-Elect.

XXIX. Complimentary Exhibit Space. Professional associations may be given complimentary exhibit space at the annual conference at the discretion of the Vice President.

(Adopted, Board of Directors Meeting, January 26, 1991)

(Amended, Board of Directors Meeting, February 5, 2000; May 31, 2008; January 29, 2011; May 20, 2017)